



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING

NOTIFICATION OF STATEWIDE CONTRACT

Date: January 27, 2022

CONTRACT TITLE: **Onsite Document Destruction and Disposal Services**

CURRENT CONTRACT PERIOD:	January 1, 2022 through March 31, 2022	
RENEWAL INFORMATION:	Original Contract Period:	January 1, 2019 through December 31, 2019
	Renewal Options Available:	2
	Potential Final Expiration:	December 31, 2021
BUYER INFORMATION:	April Howser 573-751-2497 april.howser@oa.mo.gov	

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.
PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

THE USE OF THIS CONTRACT IS **PREFERRED** FOR ALL STATE AGENCIES.
Local Purchase Authority **should not** be used to purchase supplies/services included
in this contract unless it is determined to be in the best interest of the State of Missouri
for a state agency to obtain alternate services elsewhere.

The entire contract document may be viewed and printed from the Division of Purchasing's **Awarded Bid & Contract Document Search** located on the Internet at

<http://oa.mo.gov/purchasing>.

~ Instructions for use of the contract, specifications, requirements, and pricing are attached ~.

CONTRACT NUMBER	SAM II VENDOR NUMBER/ MissouriBUYS SYSTEM ID	VENDOR INFORMATION	MBE/ WBE	COOP PROCUREMENT
CS190164002	2707804840 0/ MB00115411	Delta Document Shredding LLC PO Box 905 Sikeston MO 63801 Contact Name: Charles Leible Phone: (573) 471-7007 Email: asia99@swbell.net	No	Yes

Counties Awarded: **Southeast Region** – Iron, Madison, Bollinger, Cape Girardeau, Reynolds, Shannon, Wayne, Stoddard, Scott, Oregon, Carter, Butler, Mississippi, Ripley, New Madrid, Pemiscot, and Dunklin

CONTRACT NUMBER	SAM II VENDOR NUMBER/ MissouriBUYS SYSTEM ID	VENDOR INFORMATION	MBE/ WBE	COOP PROCURE- MENT
Southeast Region – Iron, Madison, Perry, Bollinger, Cape Girardeau, Reynolds, Shannon, Wayne, Stoddard, Scott, Oregon, Carter, Butler, Mississippi, Ripley, New Madrid, Pemiscot, and Dunklin Counties				
CS190164003	4318895140 1/ MB00093624	OnSite Mobile Document Destruction of Missouri, LLC PO Box 238 Camdenton, MO 65020 Contact Person: Diane K. Oltmann Phone: (573) 873-5915 Email: onsitedoc@charter.net	No	Yes
<u>Counties Awarded:</u> Central Region – Carroll, Chariton, Randolph, Monroe, Saline, Howard, Boone, Audrain, Callaway, Montgomery, Pettis, Cooper, Moniteau, Cole, Osage, Gasconade, Benton, Morgan, Miller, Maries, Camden, Pulaski, Phelps, Laclede, and Dent Counties				
CS190164005 (formerly CS190164004)	8329987650 0/ MB00136980	Redishred Kansas Inc 3052 S 24 th St Kansas City KS 66106 Contact: DJ McDaniel Phone: (913) 327-8889 Email: dj.mcdaniel@proshred.com	No	Yes
<u>Counties Awarded:</u> Greater Kansas City Region – Platte, Clay, Ray, Jackson, Lafayette, Cass, Johnson, Bates, and Henry Counties Northwest Region – Atchison, Nodaway, Worth, Harrison, Holt, Andrew, Gentry, Dekalb, Daviess, Buchanan, Clinton, and Caldwell Counties				
CS190164006 (formerly CS190164001)	8421127240 0/ MB00145223	Big Bear Shredding LLC 528 N Prince Lane Springfield MO 65802 Contact Name: Luke Westerman Phone: (417) 657-4733 Email: Luke@BigBearShredding.com	No	Yes
<u>Counties Awarded:</u> Southwest Region – Vernon, St. Clair, Hickory, Dallas, Barton, Cedar, Polk, Dade, Jasper, Lawrence, Greene, Webster, Wright, Texas, Newton, Barry, Stone, Christian, Douglas, Howell, McDonald, Taney, and Ozark Counties				

STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
01/01/22 thru 03/31/22	01/27/22	<ul style="list-style-type: none"> • Contracts CS190164002 and CS190164003 have been extended thru March 31, 2022.
01/01/22 thru 03/31/22	01/06/22	<ul style="list-style-type: none"> • As of 1/6/22 Contracts CS190164005 and CS190164006 have been extended through March 31, 2022
01/01/21 thru 12/31/21	09/21/21	<ul style="list-style-type: none"> • Updated Buyer Information
01/01/21 thru 12/31/21	01/07/21	<ul style="list-style-type: none"> • Renewed all contracts. • Assignment of Contract has been finalized for Contract CS190164004. The new contract is with Redishred Kansas Inc. as CS190164005. • Updated Buyer Information
01/01/20 thru 12/31/21	5/7/20	Changed Buyer Information
01/01/20 thru 12/31/21	1/1/20	Contract CS190164002 has been renewed, no increase.
01/01/20 thru 12/31/20	10/17/19	An assignment of contract has been finalized for contract CS190164001. The new contract is with Big Bear Shredding LLC as CS190164006.
01/01/20 thru 12/31/20	8/20/19	Contract CS190164003 has been renewed, no increase.
01/01/20 thru 12/31/20	8/16/19	Contract CS190164001 has been renewed, no increase
01/01/20 thru 12/31/20	8/12/19	Contract CS190164005 (previously CS190164004) has been renewed.
01/01/19 thru 12/31/19	4/25/19	Updated buyer information.
01/01/19 thru 12/31/19	3/07/19	Updated contract title.
01/01/19 thru 12/31/19	1/15/19	Updated buyer information.
01/01/19 thru 12/31/19	10/24/18	<ul style="list-style-type: none"> • Initial issuance of new statewide contract

1. PRICING

CENTRAL REGION		
Consists of the following counties: Carrol, Chariton, Randolph, Monroe, Saline, Howard, Boone, Audrain, Callaway, Montgomery, Pettis, Cooper, Moniteau, Cole, Osage, Gasconade, Benton, Morgan, Miller, Maries, Camden, Pulaski, Phelps, Laclede, and Dent		
OnSite Mobile Document Destruction of Missouri, LLC Contract CS190164003		
LINE ITEM	WEIGHT CATEGORY	FIRM, FIXED PRICE <i>per pound</i>
1	0-500 POUNDS	\$0.12
2	OVER 500 POUNDS	\$0.10
LINE ITEM	DESCRIPTION	FIRM, FIXED MINIMUM CHARGE
3	MINIMUM CHARGE	\$30.00

GREATER KANSAS CITY REGION		
Consists of the following counties: Platte, Clay, Ray, Jackson, Lafayette, Cass, Bates, and Henry		
Redishred Kansas Inc Contract CS190164005 (Formerly CS190164004)		
LINE ITEM	WEIGHT CATEGORY	FIRM, FIXED PRICE <i>per pound</i>
4	0-500 POUNDS	\$0.00
5	OVER 500 POUNDS	\$0.10
LINE ITEM	DESCRIPTION	FIRM, FIXED MINIMUM CHARGE
6	MINIMUM CHARGE	\$40.00

NORTHWEST REGION

Consists of the following counties: Atchison, Nodaway, Worth, Harrison, Holt, Andrew, Gentry, Dekalb, Daviess, Buchanan, Clinton, and Caldwell

Redishred Kansas Inc
Contract CS190164005 (Formerly CS190164004)

LINE ITEM	WEIGHT CATEGORY	FIRM, FIXED PRICE <i>per pound</i>
13	0-500 POUNDS	\$0.00
14	OVER 500 POUNDS	\$0.11
LINE ITEM	DESCRIPTION	FIRM, FIXED MINIMUM CHARGE
15	MINIMUM CHARGE	\$65.00

SOUTHEAST REGION

Consists of the following counties: Iron, Madison, Perry, Bollinger, Cape Girardeau, Reynolds, Shannon, Wayne, Stoddard, Scott, Oregon, Carter, Butler, Mississippi, Ripley, New Madrid, Pemiscot, and Dunklin

Delta Document Shredding LLC
Contract CS190164002

LINE ITEM	WEIGHT CATEGORY	FIRM, FIXED PRICE <i>per pound</i>
16	0-500 POUNDS	\$0.18
17	OVER 500 POUNDS	\$0.18
LINE ITEM	DESCRIPTION	FIRM, FIXED MINIMUM CHARGE
18	MINIMUM CHARGE	\$60.00

SOUTHWEST REGION

Consists of the following counties: Vernon, St. Clair, Hickory, Dallas, Barton, Cedar, Polk, Dade, Jasper, Lawrence, Greene, Webster, Wright, Texas, Newton, Barry, Stone, Christian, Douglas, Howell, McDonald, Taney, and Ozark

**Big Bear Shredding LLC
Contract CS190164006 (formerly CS190164001)**

LINE ITEM	WEIGHT CATEGORY	FIRM, FIXED PRICE <i>per pound</i>
19	0-500 POUNDS	\$0.25
20	OVER 500 POUNDS	\$0.25
LINE ITEM	DESCRIPTION	FIRM, FIXED MINIMUM CHARGE
21	MINIMUM CHARGE	\$40.00

The Division of Purchasing has awarded Contract CS190164001 through CS190164004 in accordance with the following requirements:

2. CONTRACTUAL REQUIREMENTS

2.1 General Requirements:

- 2.1.1 The contractor shall provide document destruction and disposal services for any state agency of the State of Missouri (hereinafter referred to as the state agency), in accordance with the provisions and requirements stated herein.
- a. For purposes of the contract, a state agency shall be defined as a division, section, bureau, office, program, board, regional/district office, etc., that exists within a department of Missouri State Government. For the purposes of this document, this shall also include the University of Missouri system and the Judicial and Legislative branches of the State of Missouri.
 - b. The contractor shall provide services in the region(s) awarded, as specified on the Notice of Award issued by the Division of Purchasing.
- 2.1.2 The contractor shall destroy and dispose of documents, which shall include, but not necessarily be limited to, any or all of those items listed on Attachment 2. For purposes of this document, the term “documents” shall be used to define those items to be destroyed.
- 2.1.3 The contractor shall perform all services during normal State of Missouri hours, which are typically 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding Official State Holidays. A listing of state holidays can be found at the following website: <http://oa.mo.gov/commissioner/state-holidays>.
- 2.1.4 The contractor shall perform all services to the sole satisfaction of the state agency.
- 2.1.5 The contractor shall provide the services on an as needed, if needed basis. The State of Missouri does not guarantee any usage of the contract whatsoever. The contractor shall agree and understand that the contract shall be construed as a preferred use contract but shall not be construed as an exclusive arrangement. Preferred use means that any state agency needing the services should use the established contract unless it is determined to be in the best interest of the State of Missouri for a state agency to obtain alternate services elsewhere.
- 2.1.6 Cooperative Procurement Program - The contractor shall participate in the State of Missouri’s Cooperative Procurement Program. The contractor shall provide document destruction and disposal services as described herein under the terms and conditions, requirements, and specifications of the contract, including prices, to other government entities in accordance with the Technical Services Act (section 67.360, RSMo, which is available on the internet at: <http://www.moga.mo.gov/mostatutes/stathtml/06700003601.html?&me=67.360>.) The contractor shall further understand and agree that participation by other governmental entities is discretionary on the part of that governmental entity and the State of Missouri bears no financial responsibility for any payments due the contractor by such governmental entities.
- 2.1.7 Personnel:
- a. Each state agency will identify a state agency designee to serve as the state agency contact and will provide the telephone number and email address of the assigned designee to the contractor. The contractor shall report to and follow the state agency designee’s instructions.
 - b. The contractor shall designate a contact person who shall serve as the contractor’s contact and shall be the liaison between the contractor and the state agency. By no later than five (5) business days after notification by the state agency to proceed with services, the contractor shall provide the state agency with the name, address, email address, and telephone number of the contractor’s contact person. The contractor’s contact person shall (1) oversee all services being provided, (2) assume responsibility and liability for services performed per the contract, and (3) serve as the primary point of contact with the state agency.

2.2 Specific Requirements:

- 2.2.1 The contractor shall perform document destruction services on-site at each applicable state agency facility on an as needed, if needed basis or on a regular scheduled basis, as mutually agreed upon between the contractor and each applicable state agency.
- 2.2.2 The contractor shall provide the document destruction services by no later than five (5) business days after a request for service is made, or by the date mutually agreed upon between the state agency and the contractor. The state agency shall request services by telephone, fax, or other method as agreed upon between the contractor and each state agency.
- 2.2.3 The contractor shall understand and agree that the State of Missouri requires flexibility in the arrangements and methods for the collection of documents on a building-to-building and case-by-case basis. The contractor shall coordinate and work in good faith with each state agency and designee in seeking and obtaining the arrangements and methods of collection.
- 2.2.4 The contractor shall understand that the state agency or designee shall, at any time throughout the contract, accompany the contractor during any collection, hauling, weighing, or destruction process being conducted by the contractor. The contractor shall not restrict or in any way limit the state agency's right or ability to oversee any and all services provided by the contractor.
- 2.2.5 If requested by the state agency, the contractor shall supply locked security containers for the collection of documents in the size(s) and quantity specified by the applicable state agency. The contractor shall provide all containers free of charge.
- a. Each container shall have a drop-slot and a key-locked deadbolt. The contractor shall place each container in the location requested by the state agency, provided that placement is in accordance with applicable fire codes.
 - b. The contractor shall clearly mark containers for their intended use.
 - c. The contractor shall not limit the number of containers at any particular state agency site. However, if containers are requested, the state agency estimates that approximately one (1) 40-45 gallon, or estimated size of 36" x 20" x 19.5", container may be required for every 25-30 employees. The state agency designee shall notify the contractor if it is determined that different sizes or additional containers are required. The contractor shall coordinate and work in good faith with each state agency designee in determining the number and size of containers required.
 - d. The contractor shall retain ownership of the containers. The contractor shall agree that the State of Missouri shall not be responsible for any liability incurred by the contractor or the contractor's employees arising out of the possession, use, maintenance, delivery, return, and/or collection from the containers provided by the contractor.
- 2.2.6 The contractor shall agree and understand that in most cases, documents to be destroyed will be in a locked storage area at the state agency facility. Therefore, the contractor, with accompaniment by a state agency designee, shall transport the documents on carts or other method from each storage area to the contractor's truck on-site. The contractor shall load and unload all documents without assistance from state agency.
- a. In the event the state agency utilizes a covered container, the contractor shall handle and transport such to ensure that no record is lost or mislaid en route.
 - 1) However, in the event the state agency does not have the documents in covered container(s), the contractor shall make every effort to ensure that no record is lost or mislaid en route.
 - b. If requested, the contractor shall remove and/or dispose of all cardboard boxes that were used to contain the documents. The contractor is encouraged to reuse or recycle all cardboard boxes.

- 2.2.7 The contractor shall collect all documents from an identified location, weigh all documents using a certified scale, destroy completely, and provide the state agency with a Certificate of Destruction and weigh ticket. At a minimum, the Certificate of Destruction must include the name and address of the state agency facility, date of service, description and weight of documents destroyed, service representative name, and truck number.
- a. The contractor shall destroy all documents to a maximum size of no greater than particles one square inch. However, if requested by the state agency and if the contractor is capable (as specified in Exhibit B), the contractor shall destroy documents to a maximum size of 5/16”.
 - b. The contractor shall clean up the immediate document destruction area and ensure that all loose material particles collected and removed each time document destruction services are performed.
- 2.2.8 Confidentiality: Due to the sensitivity of the documents being destroyed, the contractor shall not disclose any information obtained from the documents in the event the contractor observes any such documents during the course of pick up and document destruction. Furthermore, to the extent the contractor may have access to any report, tax return, or other information received by a state agency in connection with the administration of the tax laws of the State, the contractor specifically shall comply with the section 32.057, RSMo. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor’s performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the state agency. Any person making unlawful disclosure of information in violation of such section shall, upon conviction, be guilty of a class D felony. Therefore, as the need for confidentiality dictates, the contractor shall agree and understand that any of the following may be required; however, the determination of what is required shall rest solely on the state agency designee.
- a. The state agency designee shall witness the destruction of the confidential documents.
 - b. The contractor shall submit a letter to the applicable state agency office guaranteeing that the confidentiality of all such documents were maintained from the time of collection until the documents were destroyed and that none of the documents were read or copied by the contractor or contractor’s personnel prior to such destruction.
 - c. If required by the state agency, the contractor and any required contractor personnel must sign specific documents regarding confidentiality, security, or other similar documents upon request. Failure of the contractor and any required personnel to sign such documents shall be considered a breach of contract and subject to the cancellation provisions of this document.
- 2.2.9 The contractor’s personnel assigned to perform services under the contract must, at all times, wear a photo ID badge and uniform that identifies the contractor’s company name. In addition, the contractor’s personnel shall sign in and out on a log provided by each state agency.
- a. The contractor shall sign a signature log each time services are required to attest that all confidential documents have been destroyed. The signature log should have the date, time, and location when document destruction was completed and must also be countersigned by the state agency designee. The signature log must be maintained at each participating state agency and made available for federal/state audit purposes.
- 2.2.10 The contractor and each of the contractor’s personnel assigned to work with confidential documents must have a security clearance approved by the utilizing state agency and sign a statement of confidentiality guaranteeing non-disclosure of information in order to provide services under the contract.
- a. The contractor must obtain each of the required security clearances from the State Highway Patrol.
 - b. The confidentiality statement shall be designed, implemented, and maintained by the contractor.
- 2.2.11 If requested, the contractor shall replace any personnel with whom the state agency is not satisfied.

2.2.12 The contractor shall recycle destroyed documents that are recyclable. As an incentive for the contractor to lower prices, the contractor may keep all funds received from the sale of the recyclable documents stated herein.

2.2.13 Unless otherwise specified herein, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services required herein.

2.3 Missouri Statewide Contract Quarterly Usage Report: (See RFP for Requirements)

2.4 Reporting and Financial Requirements:

2.4.1 Monthly Report: By no later than the 15th of each month, the contractor shall submit a monthly report to the Recycling Coordinator as specified below:

- a. The monthly report must contain the following information from the document destruction activities from the prior month:
 - 1) Name and Address of the state agency
 - 2) Date of Service
 - 3) Weight of documents destroyed
 - 4) Actual number of pounds of destroyed documents recycled
- b. Immediately after contract award, the Recycling Coordinator shall provide the contractor with the actual monthly report to be used. A sample of the monthly report is provided herein as Attachment 4.

2.5 Invoicing and Payment Requirements:

2.5.1 The State of Missouri shall submit contract payments to the contractor at the remittance address listed in the contractor's MissouriBUYS vendor registration. However, the contractor shall understand and agree the state reserves the right to make contract payments to the contractor through electronic funds transfer (EFT). Therefore, prior to any payments becoming due under the contract, the contractor must verify and update, if applicable, their vendor registration with their current remittance address and ACH-EFT payment information at <https://MissouriBUYS.mo.gov>.

- a. The contractor must submit invoices on the contractor's original descriptive business invoice form unless the contractor is submitting an integrated electronic invoice (eInvoice) in MissouriBUYS. Each invoice submitted must contain a unique invoice number and the remittance address included in the contractor's MissouriBUYS vendor. The invoice number will be listed on the State of Missouri's EFT addendum record to enable the contractor to properly apply the state agency's payment to the invoice submitted. The contractor may obtain detailed information for payments issued for the past 24 months from the State of Missouri's central accounting system (SAM II) on the Vendor Services Portal at:
<https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx>

2.5.2 Invoicing – The contractor shall submit an invoice by no later than the 15th day of the following month to each participating state agency for which services were provided during the month.

- a. Each invoice shall be itemized by date of service, number of pounds of documents destroyed, the applicable firm, fixed price per pound, and the total invoice amount.
 - 1) If the minimum charge is not met for document destruction services, the contractor may invoice the minimum charge amount (instead of the firm, fixed price per pound) in accordance with the Pricing Page.
 - 2) The applicable firm, fixed price per pound shall be determined based upon the total weight of the destroyed documents.

2.5.3 Payments – For each trip to a state agency facility, the contractor shall be paid for each pound of documents destroyed in accordance with the applicable firm, fixed price stated on the Pricing Page. In the event the total payment due the contractor is less than the applicable firm, fixed minimum charge stated on the Pricing Page, the contractor shall be paid the minimum charge instead of being paid based on the per pound price. However, if the total payment due the contractor is greater than the applicable firm, fixed minimum charge stated on the Pricing Page, the contractor’s payment shall be based solely on the per pound price.

- a. Each state agency shall be solely responsible for payment for only those services requested by the state agency.
- b. Other than the payments specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever.

2.6 Missouri Statewide Contract Quarterly Administrative Fee: (See RFP for Requirements)

2.7 Missouri Statewide Contract Quarterly Administrative Fee Report: (See RFP for Requirements)

ATTACHMENT 2

POTENTIAL DOCUMENTS TO BE DESTROYED

The following materials shall be considered acceptable for document destruction and disposal services pursuant to the requirements of this document.

White and Colored Paper and cardstock (all grades and colors), including, but not limited to:	<ul style="list-style-type: none">• Copier paper• Computer paper• Fax paper• Ledger paper• Card Stock• NCR forms (carbonless)• Road maps
All envelopes with or without adhesive labels and stamps, and with or without windows, including, but not limited to:	<ul style="list-style-type: none">• Regular 10#• Window• Kraft (brown)• White
Adding Machine Tape	
Post-it Notes	
File Folders (manila)	
Copier paper (ream) wrappers	
Shredded paper	May be in bags
Confidential materials	Boxed and marked as confidential
Newsprint Paper and Publications, including, but not limited to:	<ul style="list-style-type: none">• Newspapers• City Telephone Books• State Telephone Books• Missouri State Statute Books and Revisions
Books or bound materials, regardless of quality of paper or type of binding	
Glossy and coated paper, including, but not limited to:	<ul style="list-style-type: none">• Magazines• Catalogs• Junk Mail• Sales Literature & brochures• Calendars• Publications
Non-paper items, including, but not limited to:	<ul style="list-style-type: none">• Paper clips• Staples• Spiral and GBC (plastic comb) bindings• Rubber bands

ATTACHMENT 4

SAMPLE REPORT -- Use of the 3 - 4 character acronym is preferred as the prefix in the "department" column. For example, the MO State Highway Patrol is a part of the Dept. of Public Safety; therefore, the name appearing in the "department" field for document destruction services provided to MSHP during the week of October 5 - 9 has a prefix of DPS.

October 1-October 31 2015

Service Date	Department	Street Address	City	Weight
Oct 5 - 9	DED - Missouri Career Center	7545 S. Lindbergh	St Louis	153
	DSS - CD/FSD	7545 S. Lindbergh	St Louis	560
	DOC - Dept. of Probation & Parole	220 S. Jefferson	St Louis	540
	DOC - Dept. of Probation & Parole	220 S. Jefferson	St Louis	889
	DMH - Dept. of Mental Health	111 N. 7th St	St Louis	180
	DMH - Dept. of Mental Health	111 N. 7th St	St Louis	85
	DSS - Dept. of Social Services	111 N. 7th St	St Louis	93
	DPS - Veterans Commission	205 Jefferson St	Jefferson City	321
	DPS - MSHP	1510 E. Elm St	Jefferson City	744